

Mount Carmel



R.C. HIGH SCHOOL

A family of faith & learning



**RECRUITMENT APPLICATION PACK
FOR THE POST OF**

Teacher of English

POST SUITABLE FOR MPS Teacher & NQT

MARCH 2020

Wordsworth Road
Accrington
Lancashire BB5 0LU

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www.mountcarmelhigh.co.uk





Contents



- Welcome from the Headteacher
- Job advert
- Job description
- Person Specification
- Child Protection and Enhanced disclosure
- Location map





WELCOME FROM THE Headteacher

I continue to feel proud and privileged to be Headteacher at Mount Carmel and it is a pleasure to work with and alongside staff who share the same passion, purpose and vision.

Xavier Bowers



Dear prospective candidate,

Thank you for your interest in the position of English teacher at Mount Carmel RC High School. I hope that after reading this letter and perhaps looking at the information available on our website, you feel inspired to apply for the post. For the right candidate, this is a fantastic opportunity to work in a Catholic School that has a track record of year on year improvement during the past 4 years, has high aspirations and expectations for staff and pupils and is proud of being a good Catholic school in all aspects.

Firstly, let me introduce myself. My name is Xavier Bowers and I continue to feel extremely proud to have been appointed Headteacher of Mount Carmel in September 2011. During the last 8 years, we have very much transformed the school as demonstrated by sustained, incremental improved outcomes for the past 4 years for all pupils, including pupil premium and SEND.

On entry, a significant number of pupils have below average prior attainment and many of our pupils live in some of the most deprived wards in the country. Having said this, visitors regularly compliment our pupils on their behaviour, appearance and the warm welcome they receive from them. This is one of the reasons I was attracted to work at the school and I have not been disappointed. In so many ways, Mount Carmel is a rewarding place to work and you really do feel that you are making a significant, positive difference to the lives of young people on a day to day basis.

Mount Carmel Roman Catholic High School is an 11-16 Voluntary Aided mixed comprehensive which is proud to be at the heart of the Catholic community in Hyndburn. We are here for all families who share our values and beliefs and our admissions policy reflects this. We see each child as a 'gift' from God, and we value each pupil as a unique individual with their own set of gifts and talents ready to be nurtured and developed. We have developed a supportive culture

based on high expectations for all, where everyone associated with the school is warmly welcomed, well cared for and challenged to be the best they can be.

We have a real 'team' culture where everybody, regardless of their role and responsibilities, is equally valued. We are self-reflective at all levels and continually celebrate and acknowledge success but also recognise what we can do better. We recognise the challenges as well as the rewards of working in schools and the pressures placed upon teachers. Consequently, we tasked middle leaders across school to undertake a workload assessment of our key school teaching and learning policies based on the findings of the independent review bodies commissioned by Lord Nash. We now have a staff health and well-being working party to constantly review workload issues and have recently made some significant changes to our school systems and processes.

Our governors are very much involved in shaping the strategic direction of the school and are fully supportive of the improvements we have made. They are well informed and regularly provide a good balance of challenge and support to middle and senior leaders across the school.

The Local Area

The school is situated in Accrington within the District of Hyndburn. Hyndburn is made up principally from the centres of Accrington and Oswaldtwistle with the smaller centres of Church, Clayton-le-Moors, Rishton and Great

Harwood. The M65 motorway means that Accrington has become much more accessible, now being only 20 minutes from Preston / Chorley areas. The M61 and M66 also ensures that Accrington is equally accessible to the Bury, Bolton and Greater Manchester areas.

The picturesque countryside of the Ribble Valley and Bowland Fells are on our doorstep with the Lake District





and Yorkshire Dales National Parks within an hour away by car. Due to the motorway network, the major cities of Manchester, Preston, and Liverpool are all also easily accessible.

If you believe you can make a positive contribution to the success of our school as an English teacher and have the expertise, experience and skills to add capacity to our existing teaching staff, then we would be keen to receive your application. You are also very welcome to visit school prior to writing a formal application. Please contact Helen Ward, HR Manager, in advance to make the necessary arrangements. If you do apply for the above position and have not heard anything within two weeks of the closing date you can assume that you have not been shortlisted on this occasion. However, I am always willing to give feedback to unsuccessful applicants after the appointment has been made.

Yours sincerely

Xavier Bowers
Headteacher





Information about the English Department

This is an exciting opportunity for the successful candidate to join a highly committed, professional, skilled, innovative and effective English department. The English Department currently includes 9 dedicated and fully committed members of staff. This includes 7 teaching posts and 2 TA3 posts. The TA3 posts work exclusively in the English Department. Collectively, the TA team provide quality in class teaching, one-to-one and small group intervention alongside in class support. We are a forward-thinking, dynamic department that constantly strives to improve. The Curriculum Leader and two Assistant Curriculum Leaders are proven outstanding classroom practitioners and during the last 5 years have transformed the department into a highly effective team.

In 2019, we achieved 59% (9-4) in English Language and 67% (9-4) in English Literature. In 2018, we achieved 57% (9-4) in English Language and 64% (9-4) in English Literature. In addition, our English P8 score in 2017 was -0.03 and in 2018, it rose to 0.1, but dipped to -0.2 in 2019. We are confident that we are going to make further improvements in 2020 regards progress and attainment.

We are looking to appoint a committed and enthusiastic candidate to assist in continuing this vision for the department and therefore, adding to the success of the school. The appropriate applicant should be hard working, pupil focused, ambitious but be a team player in contributing significantly to continuing to raise attainment and progress in English.

The English Department also have a dedicated suite of classrooms specifically designed for English; it is well resourced with fully equipped classrooms that have been recently refurbished. The department works collaboratively and closely with the Library with KS3 weekly library lessons, Accelerated Reader Programme and our peer mentor reading scheme. We regularly have theatre companies visit school and take pupils to see performances to Liverpool and Manchester. We have also developed a comprehensive and diverse educational visits schedule for all year groups.





Job advert



Mount Carmel RC HIGH SCHOOL

We are seeking to appoint a well qualified, talented and enthusiastic teacher for the following post:

Teacher of English

POST SUITABLE FOR MPS TEACHER & NQT

Teachers' Pay Scale

Required from September 2020

Closing date: 27th March 2020 at 9am

Interviews: 2nd April 2020

Information pack and application form available from our website

www.mountcarmelhigh.co.uk

**Return completed application and supporting letter to
vacancies@mountcarmelhigh.lancs.sch.uk**

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment.

Enhanced DBS check is required for this post.



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Job description



JOB TITLE: Teacher of English

JOB PURPOSE:

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

- To maintain clear vision, purpose and high expectations focused on students' achievements.
- To monitor and support the overall progress and development of students as a teacher/ Form Tutor.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Reporting to: Curriculum Leader or Line Manager

Responsible for: The provision of a full learning experience and support for students

Liaising with: Headteacher, Senior Leadership Team, Curriculum Leaders, Pastoral Leaders, relevant staff with cross-school responsibilities, Teachers and Support Staff

Working time: Full time as specified within the STPCD

Salary Grade: Classroom Teachers' pay scale

KEY TASKS

Ethos:

- To play a full part in the life of the Catholic school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.

TEACHING

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/ learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials, including schemes of work.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and

demands of the syllabus.

- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

STRATEGIC PLANNING

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.
- To contribute to the Curriculum Area and department's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

CURRICULUM PROVISION

- To assist the Curriculum Leader and Senior Leader for Teaching & Learning, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

CURRICULUM DEVELOPMENT

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Mission and Strategic Objectives.



STAFFING

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To act as positive role model to students.

SCHOOL SELF EVALUATION

- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including school self-evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

COMMUNICATION & LIAISON

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies

MANAGEMENT OF RESOURCES

- To contribute to the process of the ordering and allocation of equipment and materials.

- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

EVERY CHILD MATTERS

- To be a Form Tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to PSHCE and Citizenship according to school policy.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To apply the Behaviour Management systems so that effective learning can take place.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the role holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

February 2020



Person specification



ESSENTIAL REQUIREMENTS:

Qualifications

- Qualified Teacher Status
- Recognised degree or equivalent

Personal and Professional Qualities

- High level of motivation and commitment
- Has the ability to communicate effectively and appropriately
- Has the ability to establish successful relationships at all levels and can work as an effective member of the team
- Has a vision of developing in the job
- Has a high regard to professional development and awareness of his/her own training needs
- Has a sense of humour

Knowledge and Skills

- Has the necessary knowledge and experience to undertake the duties of the post
- Has leadership skills
- Has organisational skills
- Has ICT skills
- Has an understanding and awareness of current educational developments
- Has demonstrated high standards in the necessary professional competencies required of teachers in:
 - Subject knowledge
 - Classroom management
 - Assessment, recording and reporting students' progress

Extra essential requirements

- Commitment to safeguarding and protecting the welfare of children and young people
- Commitment to equality and diversity
- Commitment to health and safety of children and young people
- Commitment to sustaining regular attendance at work
- Commitment to undertake relevant training and professional development

We welcome applications from Catholic and non-Catholics for all posts at Mount Carmel but we expect all staff to encourage and support the distinctive ethos of the school, whatever their role or personal faith beliefs.

Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings

The letter of application should;

- Be accurate and legible
- Be underpinned by an overall philosophy and understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post including demonstrating a proven track record in GCSE results (for MPS teachers) and lesson observations
- Outline a clear educational philosophy and link this with the requirements of the post including your future professional aspirations

Please return all completed application forms and supporting documentation to
vacancies@mountcarmelhigh.lancs.sch.uk







Child protection



CHILD PROTECTION POLICY STATEMENT

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

ENHANCED DISCLOSURE

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including

pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.



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HOW TO FIND US

Mount Carmel is situated just 5 minutes from the M65 and within easy reach of the main motorway networks.

From Junction 7 of the M65 take the A6185 turning off the roundabout towards Accrington. Continue straight through the first set of traffic lights. Turn right at the third set of traffic lights (at the junction to Asda superstore) onto Oxford Street.

At the traffic lights, turn right onto Blackburn Road/A679 then turn 2nd left at the next set of traffic lights onto Little Street (leading to Willows Lane).

Continue for approximately 1/2 mile along Willows Lane and after the 4th mini-roundabout turn right onto Fern Gore Avenue.

Mount Carmel is situated to the left.



How to find us

POSTCODE FOR SAT NAVS **BB5 0LU**

Wordsworth Road
Accrington
Lancashire

01254 233458

vacancies@mountcarmelhigh.lancs.sch.uk

www.mountcarmelhigh.co.uk



/MountCarmelHigh

